Standard Form 52 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

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1. Name (Last,	. First, Middle)				7.4 L	mer	Ac Ac	nes	ran Kes	ources Office	٢
						iel Security					
5-A. Code 5-B	3. Nature of Action							3. Date of	Birth	4. Effective Date	
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5-C. Code 5-D.	Legal Authority					700.70	rure of Action				
5-E. Code 5-F.	Legal Authority				6-C. Coc	te 6-D. Let	gel Authority				
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7. FROM: Post	ition Title and Number				J CO.	O-F. Leg	al Authority				
					15. TO:	Position	Title and Num				
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14. Name and Loc	etion of Position's Organiza	<u></u>			20A Best Pa	y	208. Locally Adj.	200	d Basic Pay		
	Organiza	MON.			22 4		n of Position's O			200. Other Pay	
23. Veterans Prefere	3 - 10 Pointers				Atlanta,	, UA					
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, а сор	(If "YES", please state	nal or conflicting reasons for the em these facts on a separate sheet and	ployee's resignation/retirement? attach to SF 52.)	☐ YES ☐ NO
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Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

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Prepares of Reviews or				and tasks performed				
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Prepares d Reviews co	The second secon			Closes-out payments Performs cost accounting				
Prepares d Reviews co	ot-award:				Provides es	cictor	mung	
Reviews or	Prepares delivery orders			Provides assistance to Contracting Officer in settling claims				
Reviews co	ews co	ntractor work plans			Other (list)	110		~
	ews co	ntractor progress reports	+-+		Color (190)	and the second second		
Monitors go	tors gov	vernment-furnished property	P	erre	stage of Th	ne Sne	on Contract	
Monitors co:	ors cos	t, management, and overall technical		7.00		na Shall	t on contract	s Management
performance	mance	of contract after award				3	%	

Part 2. Grants/Cooperative Agreements Duties	Advises Grants Management Office of potential
Pre-application/Application:	problems/issues
Prepares solicitation for proposals	Participates in decisions/actions to ensure
Identifies potential grantees for area of program	successful project completion and in decisions to
emphasis	impose sanctions
Makes initial determinations (whether project is	Approves payments requests or ACH drawdowns
procurement or assistance, whether agency has	Reviews requests for modifications, additional
legal authority, whether applicant is eligible,	funding, etc., and makes recommendations to
whether funding is available, etc.)	Grants Management Office
Provides administrative information to applicants	Negotiates amendments
Determines appropriateness of applicant's	Reviews Cost/Price/Analysis for recipient
workplan/activities/budget and compliance with	contracts/change orders (Superfund only)
regulations and guidelines and negotiates changes	When necessary, recommends termination of the
with applicant	agreement
Assists applicant in resolving issues in application	Resolves with Grants Management Office
For cooperative agreement, determines substantial	administrative and financial issues
Federal involvement and develops a condition for	Conducts periodic reviews to ensure compliance with agreement
agreement	Other (list)
Negotiates level of funding	Ourer (ast)
Conducts site visits to evaluate program capability	Close-out;
Serves as resource to Selection Panel	Certifies deliverables were satisfactory and timely
Informs applicants of funding decisions	Provides assistance to recipients and Grants
Other (list)	Management Office to ensure timely close-out
	Reconciles payment with work performed
ird:	Notifies recipient of close-out requirements
Prepares funding package, including Decision	Obtains legal assistance if necessary to resolve
Memorandum	incomplete close-out
Obtains concurrences/approvals	If project is audited, responds to issues and ensures
Reviews/concurs in completed document	recipient complies with audit recommendations
Establishes project file	Other (list)
Other (list)	
act Management/Administration	Percentage of Time Spent on Grants/Cooperative
ect Management/Administration: Monitors recipient's activities and progress	Agreements Management
Reviews reports and deliverables and notifies	
recipient of comments	
Provides technical assistance to recipients	
TOTAGS COMMON ASSISTANCE TO TECHNETIS	
3. Interagency Agreements Duties	
S. West and the Popular Dubbs	
Agreement:	
Plans and negotiates work effort	Monitors cost management and overall technical performance
Estimates costs	Participates in decisions at a sixty
Obtains funding commitments	Participates in decisions about project modification/termination
Prepares commitment notice	Conducts periodic review of Superfund State
Writes or reviews scope of work	Contracts neuments receipts (Consequents)
Responds to pre-agreement inquiries	Contracts payments receipts (Superfund only) Inspects and accepts deliverables
Participates in pre-agreement conferences	Other (list)
Coordinates with appropriate staff in developing	
Independent Government Cost Estimates (IGEs)	Close-out:
Negotiates and ensures execution of Superfund	Reviews final report
State Contracts (Superfund only)	Decides on disbursement of equipment
Performs technical evaluation of work plan and	Reconciles payments with work performed
budget	Reviews Superfund State Contracts to ensure full
Prepares funding package and obtains necessary	reimbursement (Superfund only)
concurrences	Certifies deliverables
Other (list)	Resolves close-out issues with Grants Management
	Office/other agency
	Other (list)
ct Management/Administration:	The second secon
Reviews progress reports/financial reports	Percentage of Time Spent on Interagency Agreements
	Management:
)	



United States ENVIRONMENTAL PROTECTION AGENCY Washington, DC 20460

SF 52 Checklist

or se nednest 4:	Position Tisk, 15. 4
Entry Grade(s)/Full Performance Level of Position	Position Title/Series:
Functional Title (e.g., On-Scene Coordinator, PO, RP	M, Accountant):
William This from much be assessed as a	
position description (exceeding 180 days) and must be	hiring cilicial or supervisor for all personnel actions involving a chan submitted along with the SF 52 Request for Personnel Action.
is this position one of the following that have	
if you answered "Hes," please skip all remaining questions, sig	##gnated7 Yas □ No □ n and date the form.
☐ On-Scene Coordinator (High Risk)	
Remedial Project Manager (Moderate Rick)	☐ Contract Specialist (Moderate Risk)
HCRA Corrective Action Officer (Moderate Birk)	☐ Grants Specialist-GS 12 and below (Low Risk)
☐ Inspector (Moderate Risk)	L.I Grants Specialist-GS 13 and above (Mortecate Olek)
☐ Criminal investigator (High Risk)	Attorney (Moderate Risk)
Grants Project Officer (Moderate Risk)	Deputy Division Director (High Risk)
Contract Project Officer (Moderate Risk)	 Supervisor of High Risk Employees (High Risk)
requested, attach additional pages if needed.	ons. For questions answered "Yes," check all items that opply, Where explanation
(1) Requires access to classified or sensitive information:	and a specific and the
Secret	or meterials: Yes [] No []
□ Top Secret	☐ Other information that if compromised could cause harm
Personally identifiable information	Audits
Proprietary Information	☐ Investigations
Confidential business information	☐ EPA's financial resources/records
Hazardous or dangerous meterial (nuclear, biological, or o	chemical) Yes [] No []
What hazardous materials are involved?	
 a) makes final decisions or authoritative recommendation (es [] Ne [] 	ns, including ones that may have a direct effect on health and safety:
3) Supervision level received:	in the same of the
Close supervision	Work is reviewed:
General supervision	☐ While in progress
Administrative only	Only after completion
dministrative controls are in place: Yes 🗌 No 🗍	
hat are they?	
Obligates the Agency to take action or to spend funds. Y	85 No []
nat actions?	
nat amount of funding?	
at is the financial limit?	

Reestablishment Other Ot	Station Incial Statements Require Cutive Personnel Incial Disclosure Ition Is 12. Sensitivity		6. OPM C	Striffication Ale
Explanation (Show any positions replaced) Competitive Competitive Competitive Exempt Nonexempt Security in Remerkal Securi	cutive Personnel		i	WI CONCESSION 140
Competition Status	cutive Personnel			
Competition Status Competition Set (Gen.) Set (CR) Pay F Set (CR) Set (recial Disclosure		9. Subject	to IA Action
Second Level Second Content Second	12. Sensitivity	Employment and Emancial Interest	Yes	□ No
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Description of Major Duties and Responsibilities (See Attached)) 			

POSITION DESCRIPTION Statement of Differences

Interdisciplinary, GS-12 TEMPORARY POSITION 0401 Life Scientist 1301 Environmental Scientist 0408 Ecology

The incumbent serves as an aquatic stream biologist/aquatic stream ecologist with specialized knowledge of high gradient stream systems in the Wetlands, Coastal and Oceans Branch. The incumbent works with Branch staff to assess water quality conditions in streams impacted by mining and other land use activities, as well as determine anticipated impacts from proposed mining projects. The incumbent will recommend methods to avoid and minimize impacts, assist in the development of field protocols, policy changes, permitting program requirements, and training related to stream and wetland management. The incumbent is responsible for managing administrative and environmental protection work that includes technical, communication, and programmatic duties.

Duties and responsibilities are essentially the same as described at the GS-13 level, except for the following factors. The incumbent for this position will work at a lesser level of independence and authority. Assignments for this position will be less controversial. The incumbent will receive guidance and direction from more senior staff and management.

Factor 3-3 Guidelines 275 points

The scientist evaluates, interprets, selects, and applies guidelines to specific cases and requirements; and adapts and modifies existing guides in applying established methods and practices to new situations or in relating new assignments to precedent ones.

Factor 5-3 Scope and Effect 150 points

The purpose of the position is to assess water quality conditions in streams impacted by mining and other land use activities; to determine anticipated impacts from proposed mining projects; and to recommend methods to avoid and minimize impacts, assist in the development of field protocols, policy changes, permitting program requirements, and training related to stream and wetland management. The work performed comprises the basis for pollution abatement efforts in assuring conformity to national and regional regulations and guidelines established for the protection of the environment and the health and safety of residents within the eight states of Region 4. The incumbent's recommendations and decisions impact agency, state, and local water quality management programs, and environmental objectives.

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POSITION DESCRIPTION

Interdisciplinary, GS-13 TEMPORARY POSITION

0401 Life Scientist

1301 Environmental Scientist

0408 Ecology

Position Number: Organizational PD Code:

BACKGROUND: Wetlands, Coastal and Oceans Branch, Water Division, Region 4, United States Environmental Protection Agency, Atlanta, Georgia. The Branch is responsible for the wetlands and marine regulatory for Region 4. The wetland regulatory program oversees the Clean Water Act Section 404 permitting program, works with the state agencies and United States Corps of Engineers involved in stream and wetland protection and restoration, and implements and coordinates partnership activities to preserve, restore and enhance wetlands and streams. The wetland regulatory program provides assistance and direction to states, federal agencies and tribes on technical and programmatic aspects of wetland and stream management practices and coordinates national and regional policy for the program, all within the context of watershed management.

INTRODUCTION: The position is an aquatic stream biologist/aquatic stream ecologist with specialized knowledge of high gradient stream systems in the Wetlands, Coastal and Oceans Branch. The incumbent works with Branch staff to assess water quality conditions in streams impacted by mining and other land use activities, as well as determine anticipated impacts from proposed mining projects. The incumbent will review chemical and biological monitoring data and reports and investigate coal mining and other impacts to stream biota within the context of watershed management and restoration. The incumbent will recommend methods to avoid and minimize impacts, assist in the development of field protocols, policy changes, permitting program requirements, and training related to stream and wetland management. The incumbent is responsible for managing administrative and environmental protection work that includes technical, communication, and programmatic duties.

MAJOR DUTIES AND RESPONSIBILITIES:

Performs work to support the Clean Water Act Section 404 permitting program, monitoring, data analysis and protection in Region 4's rivers, streams and wetlands. Reviews Section 404 and Surface Mining Control and Reclamation Act (SMCRA) permits to determine mining impacts on the aquatic environment. Makes recommendations to avoid and minimize impacts to the aquatic environment and waters of the U.S. Makes water quality recommendations to protect designated uses and improve habitat. Coordinates with the Clean Water Act Section 402 NPDES permitting program for proposed projects that require involvement by both programs. Assists in and makes recommendations for the development of field protocols, policy changes, permitting program requirements, and training related to stream and wetland management. Works closely with state agencies involved in mining-related environmental management issues.

Reviews mine reclamation and stream and wetland restoration plans. Determines if proposed mitigation adequately compensates for impacts. Recommends ways to improve mitigation to benefit aquatic communities and diversity within a watershed context.

Analyzes water quality by investigating fish, amphibian, macroinvertebrate and/or plankton populations and comparing them with the expected norm. Analyzes the composite bottom fauna community.

Plans, coordinates, and conducts field sampling or studies using a variety of standard methods, procedures, and techniques. Compiles, analyzes and interprets field and laboratory biological and chemical data, and reports conclusions.

Addresses industrial, educational, governmental, business and other sectors on matters dealing with water pollution and aquatic biology.

Plans special surveys to assess stream and wetland condition, measure the influence of pollutants on the aquatic environment and investigate samples to identify the existing populations of aquatic biota in an aquatic environment. Becomes an expert with the various State stream and wetland assessment methodologies for assessing stream and wetland condition, and recommends protocol improvements that incorporates the best state-of-the-science methodologies.

Operates, calibrates and maintains specialized scientific equipment used in aquatic biology. Uses basic GIS skills to generate GIS products helpful to determining cumulative impacts in a watershed context.

Investigates non-point and point source adverse impacts to stream biota and recommends methods to reduce impacts.

Prepares periodic and/or special technical, scientific reports and articles. Integrates knowledge of sciences, computer sciences, remote sensing, and/or data management to perform complex and detailed multi-media, geo-referenced analyses with state-of-the-art computer systems.

Performs program administration work, or environmental liaison work, in order to accomplish the assigned environmental management and protection duties. The incumbent serves as technical contact on state or tribal grants or contracts related to these duties.

Confers with regional attorneys on permitting actions and litigation involving the wetlands and stream programs, providing technical data and reports, as needed. Notifies the wetlands and stream enforcement programs of potential permit compliance violations and enforcement cases.

Program/Project Management

Provides advice and assistance to state, local and/or tribal governments on matters relating to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Using established EPA protocol, reviews, analyzes, and recommends

modifications of routine projects or portions of complex plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of state or federal environmental programs. Develops and analyzes data and prepares reports regarding implementation by state, local and/or tribal environmental protection programs.

Performs program administration work or environmental liaison work in order to accomplish the assigned environmental management and protection duties.

Scientific and Technical Analysis

Uses analytical methods and techniques to analyze a wide range of scientific, legal, environmental protection, and/or environmental management issues. Using standard analyses and field studies, provides technical assistance regarding data review, quality assurance and sampling techniques to Regional staff, state and local agencies, private industry, and the general public. Prepares reports defining results of analyses, stating results and making recommendations as appropriate.

Regulation Review/Implementation

Reviews and implements environmental standards, guidelines, policies, and formal regulations. Reviews program guidance/regulations and provides comments in support of regulatory actions promulgated by the agency in a program or policy area. Develops technical analysis when needed in support of comments on proposed regulations or regional implementation of the same. Develops quality assurance guidelines to establish data quality.

Factor 1-6 Knowledge Required by the Position 950 Points

Knowledge, experience and education should include aquatic stream biology and/or stream ecology, fish biology, aquatic entomology, hydrology and water chemistry.

Knowledge of stream biocriteria, water quality sampling and stream and wetland habitat assessment methodologies.

The position requires knowledge of applicable environmental statutes and regulations. Basic knowledge of Clean Water Act (CWA) programs, such as wetlands and streams (Section 404); the CWA 401 programs related to the state water quality agencies' water quality certification programs; the National Pollutant Discharge Elimination System (Section 402); the Water Quality Standards Program; activities as established by CWA Section 303 of the Clean Water Act; and the Surface Mining Control and Reclamation Act (SMCRA).

Knowledge of federal, state, and local laws and regulations, documentation and reporting requirements, and lawmaking or rule making processes.

Factor 2-3 Supervisory Controls 275 points

The supervisor makes assignments in the form of broad functional responsibilities with broad objectives. The scientist independently plans and carries out assignments through to completion,

and resolves problems in accordance with accepted practices. Completed work is reviewed for technical soundness, appropriateness, and conformance with policy and objectives.

Factor 3-3 Guidelines 275 points

The scientist evaluates, interprets, selects, and applies guidelines to specific cases and requirements; and adapts and modifies existing guides in applying established methods and practices to new situations or in relating new assignments to precedent ones.

Factor 4-3 Complexity 150 points

Assignments involve the interpretation and implementation of policy and program directives that generally require supplementation to provide adequate coverage for a range of subjects involving public safety and welfare, and the protection of natural resources. Individual assignments typically involve complex features, requiring modification or adaptation of conventional practices and criteria.

Factor 5-3 Scope and Effect 150 points

The purpose of the position is to assess water quality conditions in streams impacted by mining and other land use activities; to determine anticipated impacts from proposed mining projects; to review chemical and biological monitoring data and reports and investigate coal mining and other impacts to stream biota within the context of watershed management and restoration; and to recommend methods to avoid and minimize impacts, assist in the development of field protocols, policy changes, permitting program requirements, and training related to stream and wetland management. The work performed comprises the basis for pollution abatement efforts in assuring conformity to national and regional regulations and guidelines established for the protection of the environment and the health and safety of residents within the eight states of Region 4. The incumbent's recommendations and decisions impact agency, state, and local water quality management programs, and environmental objectives.

Factor 6-3 Personal Contacts 60 points

Contacts are with a wide range of professional and administrative personnel throughout the Agency, at other Federal Agencies, in state and local government, Tribal government, private industry, academia, environmental advocacy groups, and in some cases, the media and elected officials.

Factor 7-3 Purpose of Contacts 120 points

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems dealing with others who are working toward mutual goals.

Factor 8-1 Physical Demands 5 points

The work is primarily sedentary office work, however physical effort will also be required, including field work. The work will require some travel.

A current valid state driver's license is required.

The employee must successfully complete 24 hours of classroom safety training and must hold regional certification that she/he has met this requirement. The employee must take 8 hours of refresher safety training each year.

Factor 9-1 Work Environment 5 points

Work is typically performed in an adequately lighted and climate controlled office. Will require some travel. There may be occasional exposure to moderate risks or discomforts due to field work associated with mining and other land use sites.

STAFFING REQUISITION

Print Form

Our Online Automated Recruitment System (EZ-Hire) electronically prescreens candidates and ranks them according to specified criteria.

Your success in attaining high quality candidates using EZ-Hire will be based largely on the time you spend with your Human Resources (HR) Specialist during the pre-recruitment process. Please consult with your HR Specialist on the items that follow.

SF-52: WM-10-0/2	Organization:	WPD/WCOB,			
Selecting Official's Name	s: Tom Welborn	Phon	e Number	(404) 562-9354	Fax Number (404) 562-934
Subject Matter Expert's Na				(904) 232-2464	Fax Number (904) 222 100
Position Description: Be duties and responsibilities	fore recruitment can l of the job to be filled.	be initiated, you need to de PD's that were previously o	velop a Posi	tion Description (P	D) that accurately reflects the omit the old PD coversheet).
Job Title: Env/Life Scientist				1301/0401/0408	Grade(s): 12/13
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Information on Types of Announcements:

Merit Promotion - Open only to applicants who have served on permanent, competitive service appointments or certain non-competitive appointing authorities. Certain Veterans may also apply, but do not receive preference points and selection priority. No one else is eligible to apply, E ligible candidates compete under EPA's

ted Examining - Any United States Citizen may apply. Positions are advertised under guidelines of the Delegated Examining Agreement between EPA and the Office of Personnel Management (OPM), and constitute Federal Examining Procedures. Federal employees may also apply on these announcements, but if selected, may be required to complete a new probationary period. Veterans receive preference points and have selection priority.

3110.20

Approval Date: 11/14/2002 Review Date: 11/14/2005

FORM 1: Determination for payment of relocation expenses

7.16	e Scientist/Ecologi		<u> </u>
Position: Envi	ronmental Scientist	St Vacancy announcement #:	
Organization: In determining outside candida	Water Protection Division whether payment for relocat	Location (city, state): ion expenses would be in the Govern listed above. I have considered the	: Atlanta, GA
1. I	abor market conditions, loca	ally and elsewhere Comment:	
<u>X</u> 2.	Availability of resources to	pay relocation expenses Comment:	Adequately skilled and diverse poor of candidates exists locally.
X3.	Past recruitment experience	with similar vacancies Comment:	
4. T	ime constraints related to fill	ling the vacancy Comment:	
5 D	viversity concerns related to i	filling the vacancy Comment:	
6. (Other [specify]		Comment:
7. C	Other [specify]		
X [in expense	itial] It is not in the Govern	s interest to pay relocation expenses qualified candidates. iment's interest to pay relocation ex qualified candidates.	penses. Payment of relocation
	A statement consistent with the in any related publications of the consistent with the consistency of th	icitation for this position will be con this determination will be included in r documents.	nsistent with the determination in the vacancy announcement for
ame: Hu	Nustuell [signature]		Date 10-09-09
itle: <u>Division D</u>		Office/code Wate	
			

[This form may be amended locally to include separate signature lines documenting the recommendation, decision, and/or concurrence of specific management officials.]

United States Environmental Protection Agency Federal Facilities Branch Sam Nunn Atlanta Federal Center 61 Forsyth Street, SW, Atlanta, GA 30303-8960

MICIA	IUKA	NDUM	

DATE:	October 8, 2009	
SUBJECT:	Justification for term/temp position for Region 4	
FROM:	Iris Ashmeade, Acting Chief, Office of Human C Workplace Innovations, Region 4	apital Management and
TO:	Deirdre Overbey, Shared Service Center Merit Pr	romotion Program
Protection Diwhether fundi	n 4 requires a Life Scientist/Ecologist/Environment to serve as an Aquatic Biologist for a new Mining Svision. The position is a term appointment becausing will remain available for the position beyond Fig work will decline over time and the position will Mychell for Jon Wellorn.	Section within the Water it is unclear at this point Y 2011. It is anticipated that the not be needed in the future.
Approve:		Date:
Disapprove: _		Date:

Date: